

Standards Committee



Claire Sinay, Chair

Tuesday, November 9, 2010
9:00 am to 11:00 am
Area Agency on Aging/Care Directions
1366 East Thomas Road, Phoenix
3rd Floor, Room 303

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Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Claire Sinay	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Eric Moore
AT	Randall Furrow						

Guests

Erica TeKampe

Administrative Agent Staff

Kenneth Leighton-Boster Carmen Batista Edd Welsh

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Quorum was established with four of five members in attendance at approximately 9:05 am.

Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the Tuesday, October 12, 2010 meeting. No corrections were voiced.

Administrative Agent update

Kenneth Leighton-Boster discussed:

- Part A contracts are being amended to include Early Intervention Services (EIS) activities
- A nurse case manager for the County jail EIS program has been hired and is being trained
- Partner Services has hired staff for EIS activities

Committee Chair update

Claire Sinay discussed the committee would continue discussion of the case management intake timeline, and then revise the standards of care for both non-medical and medical case management.

General Review of Standards of Care to address new and emerging issues

Case Management Standards

Claire Sinay discussed that the committee had reviewed the timeline for case managers to complete an intake assessment, and would define this timeline at this meeting. There was discussion regarding whether the timelines in the standards need to be finalized based on the new centralized eligibility (CE) system, or on the current system. Kenneth Leighton-Boster related that the current service delivery should be used as a basis to develop the standards, with revisions occurring once CE is implemented.

The committee discussed the timeline for activities to occur. Additional revisions to the document were determined (please see attached draft document).

Early Intervention Standards

Claire Sinay discussed that standards for Early Intervention Services would need to be completed before the next grant year. Carmen Hair discussed that four EMA/TGAs (Duchess County, NY; Los Angeles, CA; Memphis, TN; and Portland, OR) had been identified to have soc for the EIS service category. These standards had been combined into a single document for review and discussion. The committee evaluated the document and identified components to transfer to the Phoenix EMA standards.

Discussion of agenda items for the next meeting

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Finalize revisions to the Case Management standards of care

Continue development of standards for Early Intervention Services

MEETING MINUTES *continued*

Action Items to be completed by the next meeting

Task	Assigned To

Current events summaries

Debby Elliott discussed fundraising events benefitting Care Directions.

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 10:48 am.